



## Guided Practice 10

# Creating an Adjustment Record

April 24, 2017

This guide will walk you through the steps of creating an adjustment record within MyTRS.

This guided practice assumes you already know how to:

- [Log in](#) to MyTRS
- [Navigate the Deduction Report Editor](#)

For additional information and troubleshooting please contact your district's assigned ESU representative or [EmpSup@trb.state.ma.us](mailto:EmpSup@trb.state.ma.us)

Adjustment records are required to be added to a report when you have collected or refunded deductions **for a prior month** for a member. Adjustment records only affect the member's **deductions**; they do not affect the member's service credit.

### How to add an adjustment record

1. Filter for the person for which you need to add an adjustment record so that you only see this one member.
2. **Make note of the total deductions prior** to making any changes. In the example below, the regular deduction total is \$687.58 and the 2% deduction total is \$56.74. These values should not change after the separate adjustment record is created.

Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
N-Normal	01/11/2016	01/01/2016	11.0%	193.79	25.37
N-Normal	01/25/2016	01/01/2016	11.0%	493.79	31.37
				687.58	56.74

3. Click the **Active** radio button for the record that contains the refund or collection. The selected row should be highlighted blue.

Report Details					
Add Delete Addons Filter Modify Columns View Row Records Print Export					
Active	Select	Delete	SSN	Name	Reported Last Name
<input type="radio"/>	<input type="checkbox"/>			apple	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		999-08-0001	APPLE, AMY	APPLE

4. Click the **Addons** button.

Report Details					
Add Delete Addons Filter Modify Columns View Row Records Print Export					
Active	Select	Delete	SSN	Name	Reported Last Name
<input type="radio"/>	<input type="checkbox"/>			apple	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		999-08-0001	APPLE, AMY	APPLE

5. Click the **Copy** button to the right of the Addons button.

**Report Details**

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Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY		

6. There will now be two records with the exact same pay date and payment information.

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type	Pay Date
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	01/25/2016
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	01/25/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	01/11/2016

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7. On the row that is still highlighted blue, please change the "Rec Type" field from Normal to Adjustment.

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type	Pay Date
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	01/25/2016
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			A-Adjustment	01/25/2016
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	01/11/2016

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8. Enter the following information into the new Adjustment record you just created:
- a. Pay Date = Do not change this field; this is the pay date of the correction.
  - b. Period Date =
    - i. If you are adding an adjustment record to correct the deduction from one specific pay date from a prior month, this field should show the date when the original error occurred. If you are refunding money for an over deduction that happened on 11/24/15, you would enter 11/24/2015 in this field.
    - ii. If the collection or refund is for many pay periods, please enter the date of the FIRST pay period that it is covering. So, if you are collecting past due deductions from 10/01/15, 10/15/15, 10/29/15 and 11/13/15, you would enter 10/01/2015 into the Period Date field since the first time the error occurred was on 10/01/2015.
  - c. Rate = Do not change this field.
  - d. Regular Deduction = Enter the amount of the regular deduction you have refunded or collected. The number should be negative if you have issued a refund of deductions and should be positive if you have collected deductions from a previous month.
  - e. 2% Deduction = Enter the amount of the 2% deduction you have refunded or collected. The number should be negative if you have issued a refund and positive if you have collected deductions from a previous month.
  - f. Installment = This field should be left blank.
  - g. Service Correct Code = This field should be left blank.
  - h. Base, Coach, Retro, Long, Stipend, Ineligible = If you are only correcting an error in deductions and not in earnings, please enter .01 in the Base field. Please delete any values that are in the coach, retro, long, stipend or ineligible fields. If you are actually taking earnings back from a member (ie. Member was paid for something in error and you are now recouping the earnings) please enter that amount in the appropriate field as a negative number.
  - i. FTE% = Do not change this field.
  - j. FTE Code = Do not change this field.
  - k. Salary = Do not change this field.
  - l. Position = Do not change this field.
  - m. Contr Term = Do not change this field.

- n. Pay Freq = Do not change this field.
  - o. Pay Dur = Do not change this field.
  - p. Override = Do not change this field.
9. Select the other record for the same pay day that has a Rec Type of "Normal". The refund or collection is now represented in its own Adjustment record, so the Normal record that originally contained the refund/collection needs to be **manually corrected back to its original deductions** based on that check's earnings.
10. Click the **Apply** button in the top right hand corner of the screen.

Trans#: 6736056  
 Type: Deduction Report  
 Identifier: 06-2010 Deduction Report  
 Report Status Override: Yes

View Summary   Except. Report   Error Summary

11. Check the deduction total and make sure that it still matched the total you noted before making the adjustment record(s). In the example below, you will see that the regular deduction total is \$687.58 and the 2% deduction total is \$56.74. This matches the total we had prior to adding the separate adjustment record, so we know that we have successfully entered the correct values.


- a. Total deductions **BEFORE** adding the adjustment record:

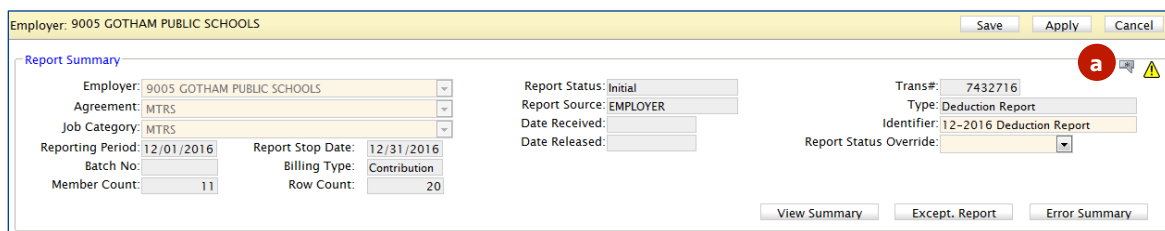
Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
N-Normal	01/11/2016	01/01/2016	11.0%	193.79	25.37
N-Normal	01/25/2016	01/01/2016	11.0%	493.79	31.37
				687.58	56.74

- b. Total deductions **AFTER** adding the adjustment record:

Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
N-Normal	01/25/2016	01/01/2016	11.0%	193.79	25.37
N-Normal	01/11/2016	01/01/2016	11.0%	193.79	25.37
A-Adjustment	01/25/2016	11/01/2015	11.0%	300	6
				687.58	56.74

12. Whenever an adjustment record has been added, a corresponding comment is required.

- a. Click on the **Comment** box (  ) in the top right corner of the deduction report.



Employer: 9005 GOTHAM PUBLIC SCHOOLS

Report Status: Initial

Trans#: 7432716

Agreement: MTRS

Report Source: EMPLOYER

Type: Deduction Report

Job Category: MTRS

Date Received:

Identifier: 12-2016 Deduction Report

Reporting Period: 12/01/2016

Report Stop Date: 12/31/2016

Date Released:

Report Status Override:

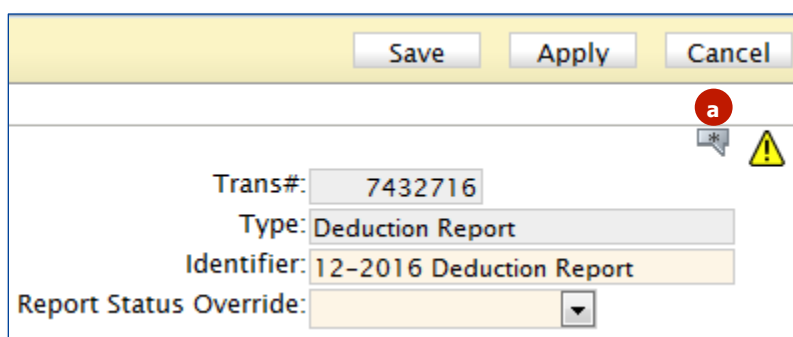
Batch No:

Billing Type: Contribution

Member Count: 11

Row Count: 20

View Summary Except. Report Error Summary



Save Apply Cancel

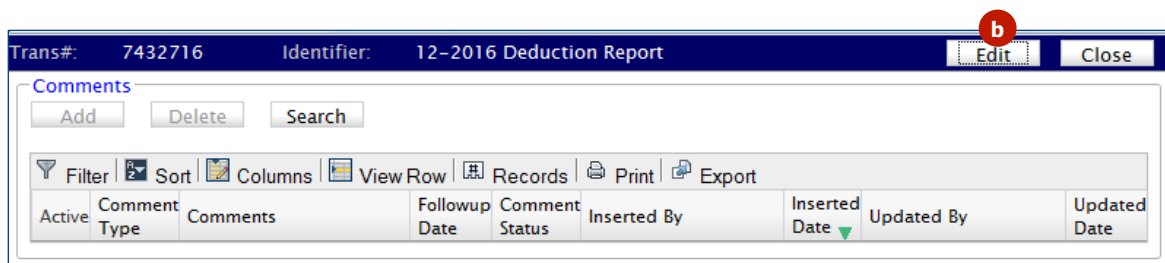
Trans#: 7432716

Type: Deduction Report

Identifier: 12-2016 Deduction Report

Report Status Override:

- b. Click the **Edit** button.



Trans#: 7432716 Identifier: 12-2016 Deduction Report

Edit Close

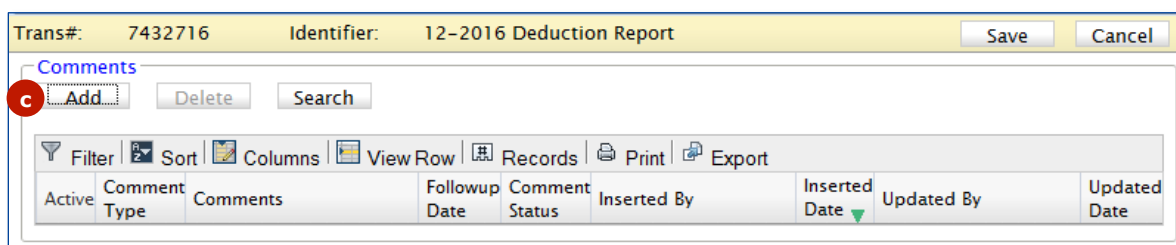
Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
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- c. Click the **Add** button.



Trans#: 7432716 Identifier: 12-2016 Deduction Report

Save Cancel

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
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- d. Comment Type – please leave this field set to Deduction Reports.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments
<input checked="" type="radio"/>	Deduction Reports <span style="color: red; font-weight: bold;">d</span>	

- e. Comments – please start your comment with the member's name as the comments section is generic for the entire report. The MTRS will not know who the comment is referring to without the member's name.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments
<input checked="" type="radio"/>	Deduction Reports	<span style="color: red; font-weight: bold;">e</span> John Smith – adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.

- f. Followup Date – please leave this field blank.

Trans#: 7432716 Identifier: 12-2016 Deduction Report

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date
<input checked="" type="radio"/>	Deduction Reports	John Smith – adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.	<span style="color: red; font-weight: bold;">f</span> / /

- g. Click the **Save** button.

Trans#: 7432716 Identifier: 12-2016 Deduction Report g Save Cancel

Comments

Add Delete Search

Filter Sort Columns View Row Records Print Export

Active	Comment Type	Comments	Followup Date	Comment Status	Inserted By	Inserted Date	Updated By	Updated Date
<input checked="" type="radio"/>	Deduction Reports	John Smith – adjustment record is to refund deductions taken in error on ineligible earnings on 09/15/2016, 09/29/2016 and 10/13/2016.	/ /					